**Instructions for paper Professional Expense Reimbursement (PER) claims:**

- Complete all fields, attach original receipts and submit to your supervisor (Chair/Director/Dean/Vice-President) for approval

- Forward approved form and supporting documentation to Financial Services, Support Services Building (SSB), Suite 6100 OR

  Email approved form and supporting documentation to reimburse@uwo.ca

- Reimbursements will be paid by direct deposit to your bank account listed in your MyHR profile

<table>
<thead>
<tr>
<th>DATE</th>
<th>EMPLOYEE NUMBER</th>
<th>EMPLOYEE EMAIL</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>SURNAME, GIVEN NAME</th>
<th>PHONE NUMBER</th>
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<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Details (Name of Association/ Supplier, Business Purpose, Dates, etc.)</th>
<th>Total Expense (Amount per Receipt)</th>
<th>Less: Personal Portion of Expense</th>
<th>Expense Amount Claimed (Total Receipt – Personal Amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership/ Registration Fees</td>
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<tr>
<td>Computer Software</td>
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<td>Travel</td>
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<tr>
<td>Supplies</td>
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<tr>
<td><strong>Total</strong></td>
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<td>$</td>
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</tbody>
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Signature of Claimant

Signature of Supervisor

Name of Supervisor

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